

Oak Crest Middle School

2015-2016

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Mission Statement

Oak Crest Middle School and its dynamic staff provide all students with high-quality, innovative instruction in a safe, supportive environment with challenging curriculum in preparation for future academic success.

Oak Crest Middle School Values

We believe in a caring atmosphere that allows all students, parents and staff to feel valued, welcome and safe.

We believe that focusing on the needs of all students results in maximizing their academic, social, and emotional growth.

We believe the professionalism of all members of the school community leads to a positive learning environment. We believe the diversity of our school community strengthens our work and is honored and respected in all aspects of school life.

We believe in open and effective communication and an inclusive decision-making process that encourages active participation of all members of the school community.

We believe that all students should be challenged to meet high standards with the expectation of academic excellence.

This agenda belongs to:

Name:	Grade:
Address:	
City:	Zip Code:
Phone:	Student ID:

Administrative and Support Staff

Principal	ext. 3302
Assistant Principal	ext. 3307
Counselor	ext. 3312
Library Tech	ext. 3329
ASB/Yearbook Advisor	ext. 3366
Health Tech	ext. 3378
Principal's Secretary	ext. 3301
Asst Principal's Secretary	ext. 3304
Attendance Secretary	ext. 3303
Counseling Secretary	ext. 3306

Semester 1 Schedule

Period	Course	Teacher	Room
1			
2			
3			
4			
5			
6			

Semester 2 Schedule

Period	Course	Teacher	Room
1			
2			
3			
4			
5			
6			

OAK CREST MIDDLE SCHOOL

Behavior Code

The following is a list of unacceptable behaviors and possible consequences for each. This list is not all-inclusive and is meant as a general guide for disciplinary action. Each behavior incident is considered individually. Consequences and support will be assigned according to the particular circumstances of the situation.

RESPECTFUL BEHAVIOR

Expected Behavior	Possible Consequences
1. Respect: Students will treat peers and all school staff with respect.	Warning, Counseling, Detention, Friday Afternoon School
2. Tardies: Students will arrive to class on time and be prepared to work.	Mandatory Lunch Time Out for each tardy except those excused through attendance, administration, or counseling. Students should report directly to the Attendance Office when tardy to first period. Excessive tardies: parent contact, detention, Friday Afternoon School, attendance contract.
3. Lunch time: Students will eat lunch in designated areas and not cut in lunch lines, litter, throw food, or engage in horseplay.	Warning, Lunch Time Out, Detention, Friday Afternoon School
4. Detentions: Students will not be absent or arrive late to their lunch time out, detention, or Friday Afternoon School.	Additional Lunch Time Outs, Detentions, Friday Afternoon School, Suspension
5. Academic honesty: Students will adhere to the Academic Honesty Policy. Students will do their own work. *Copying another student's homework is considered a violation of the Academic Honesty Policy.	No Credit on Assignment/Test, Academic Probation, Friday Afternoon School, Suspension
6. Forged notes: Students will not forge notes or signatures.	Detention, Friday Afternoon School, Academic Honesty Contract
7. Dress code: Students will adhere to the Dress Code Policy. [Please refer to Dress Code Policy on the OCMS website.]	Warning/student provided school issued loaner clothes if he/she cannot provide school appropriate clothes; Detention, Friday Afternoon School, Suspension
8. Gum: Students will not chew gum on campus.	Warning, Confiscation, Detention, Friday Afternoon School
9. Selling items: Students will not sell anything (including candy) to others while at school or on the bus.	Warning, Counseling, Detention, Friday Afternoon School, Suspension
10. Truancy: Students will not leave class during the period without teacher permission. Students will not be absent from any class period without a valid excuse obtained through attendance, administration, counseling, or the teacher or they will be considered truant.	Detention, Friday Afternoon School, Suspension
11. Closed campus: Students may not leave campus during the school day without being checked out through the Attendance Office. Guests are not allowed on campus without prior permission from administration.	Friday Afternoon School, Suspension
12. Bikes and skateboards: Students will not ride bicycles or skateboards on school property. Bikes and skateboards will be stored and locked in the designated areas. Helmets are required. *OCMS is not	Warning, Confiscation, Detention, Loss of Privilege

responsible for lost or stolen items at school.	
13. Bus: Students will behave appropriately on the bus. *The SDUHSD Transportation Department Student Code of Conduct will be enforced.	Warning, Detention, Suspension from Bus, Loss of Bus Privilege
14. Computer use: Students are expected to follow the guidelines for responsible computer use as outlined in the SDUHSD Acceptable Use Policy.	Warning, Detention, Friday Afternoon School, Loss of Privilege, Suspension
15. Cell phones and other electronic devices: Students are expected to respect individual teachers' classroom expectations and rules related to use of cell phones/electronic devices; cell phones/electronic devices should be turned off or silenced during instructional time and used only for academic purposes with teacher permission. Students may responsibly use their cell phone/electronic device before and after school, and during passing periods, break and lunch. During the times students are allowed to use their cell phone/electronic device, students must have one earbud/earphone out and be able to hear and respond to another individual if necessary. Students may not use their cell phone or other electronic device to take photos or videos unless they have approval from a staff member. Students may not use their cell phone/electronic device in the restrooms or locker rooms at any time for any purpose; therefore, they should never be out in these locations. All other school rules apply. *OCMS is not responsible for lost or stolen items at school.	Warning, Confiscation (item will be returned after parent contact is made), Detention, Friday Afternoon School, Suspension
16. Gambling: Students will not gamble.	Detention, Friday Afternoon School, Suspension

SERIOUS OFFENSES

Expected Behavior	Possible Consequences
17. Fighting: Students will not cause, attempt to cause, or threaten to cause physical injury to another person.	Suspension, Police Intervention
18. Disruption of school activities and defiance: Students will not disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.	Warning, Counseling, Detention, Class Suspension, Friday Afternoon School, Suspension
19. Bullying: Students will not bully, harass, intimidate, or threaten students or staff. Students are subject to consequences regardless of their intentions.	Warning, Counseling, Detention, Friday Afternoon School, Suspension
20. Inappropriate behavior: Students will not commit an obscene act, engage in profanity, vulgarity, or public displays of affection.	Warning, Counseling, Detention, Class Suspension, Friday Afternoon School, Suspension
21. Sexual harassment: Students will not engage in conduct constituting sexual harassment and/or sexual	Suspension, Police Intervention, Recommendation for Expulsion

assault.	*please note: mandatory recommendation for expulsion
22. Tobacco and related products: Students will not possess, use, furnish, or sell tobacco, or any products containing tobacco or nicotine, lighter, matches, or rolling papers at school or school events.	Detention, Friday Afternoon School, Suspension, Police Intervention, Referral to the SDUHSD READI Program
23. Drug paraphernalia: Students will not possess, use, furnish, or sell drug paraphernalia at school or school events.	Suspension, Police Intervention, Referral to the SDUHSD READI Program, Recommendation for Expulsion
24. Controlled substances: Students will not possess, distribute, sell, use, or be under the influence of any controlled substance at school or school events.	Suspension, Police Intervention, Referral to the SDUHSD READI Program, Recommendation for Expulsion *please note: mandatory recommendation for expulsion
25. School/personal property: Students will not steal, deface, or vandalize school or personal property. Students will not knowingly receive stolen school property or private property.	Suspension, Restitution, Police Intervention, Possible Recommendation for Expulsion
26. Weapons: Students will not possess, brandish, furnish, or use any weapon, or anything that could be considered a weapon.	Recommendation for Expulsion, Police Intervention, *please note: mandatory recommendation for expulsion
27. Incendiary device: Students will not possess, sell, furnish, or use an explosive or incendiary device.	Recommendation for Expulsion, Police Intervention *please note: mandatory recommendation for expulsion

ATTENDANCE EXPECTATIONS

Students are expected to be in school each day. This is the first and most important requirement for a successful school experience. Punctuality and attendance are also fundamental for success in life. The Attendance Policy of Oak Crest Middle School is based on the fact that a significant part of a student's experience in any given subject area is derived from discussion participation, academic activities, and classroom peer relationships. It is important that students and parents understand that absences must be held to a minimum; absences can affect grades. We are here to help students succeed and ask for help with the following attendance procedures.

CLEARING ABSENCES

If a student is absent for any reason at all, their parent/guardian is asked to call the Attendance Office (x3303) to excuse their student's absence within 48 hours of the absence. Written notes are also accepted, but please be aware that school staff may randomly call to verify notes. Notes must be dated, signed, and must include the reason for the absence. If absences are not excused within 48 hours, the absence will be reflected as a truancy and appropriate disciplinary action may be assigned.

Please note: valid excused absences are: illness, medical appointments, a death in the immediate family, mandated court appearances, or religious

holidays. Absence for reasons other than those listed will be classified as unexcused.

LATE ARRIVING STUDENTS

All students arriving late, whether parents have called in or not, must check in at the Attendance Office so that correct attendance codes are entered into the computer attendance system. Students with unexcused tardies will be subject to appropriate disciplinary action.

OFF-CAMPUS PASSES

Oak Crest Middle School is a closed campus. If for any reason a student needs to leave campus, permission by phone or written note from parent/guardian must be given to the Attendance Office for his/her release. Please notify the Attendance Office (x3303) at least **24 hours** in advance to facilitate issuing an off-campus pass. Please provide the time the student needs to be released and whether or not he/she will be returning to school. Passes should be picked up by the student at the Attendance Office before school, at break, or during lunch. To minimize classroom disruptions, off-campus passes will not be delivered to the student's classroom. Parent/guardian must come to the Attendance Office to sign their student out of school (photo ID is required).

Leaving Campus During School Hours

If III

- . Student must first ask teacher for a pass to Health Office
- . Health Tech. will give permission

For Scheduled Appointments

- . Student must have prior permission to leave campus. Parent must call or write a note to the Attendance Office in advance requesting the Office Campus Pass.
- . Student must pick up the Off Campus Pass before school, at break, or lunch.
- . Student must show their Off Campus Pass to the teacher before being released from class.

MESSAGES TO STUDENTS

To minimize classroom interruptions, parents/guardians are asked to utilize the message board outside of the Attendance Office to notify students of any messages related to lunches, supplies, forgotten books, assignments, etc.

MISSED ASSIGNMENTS

If students are absent, they are encouraged to access their teachers' websites or contact their teachers for missed work. Teachers have the option of allowing students to make up homework, class assignments, tests, etc. if student absences are unexcused or if student has been suspended.

VISITORS ON CAMPUS

Adult visitors are welcome and encouraged to visit Oak Crest. Please check in with the front office prior to visiting. **The campus is CLOSED to all student visitors from other schools.**

LUNCH INFORMATION

A variety of lunch items are available for purchase from our food service area or students may bring lunch from home. Free and reduced lunch programs are available based upon family income and need. Please contact Nutrition Services for more details. Please also reference the school website for additional details.

Personal Property: Students are responsible for their possessions at all times. In addition, students should label all electronic items. The San Dieguito Union High School District (SDUHSD) assumes **NO**

RESPONSIBILITY for lost or stolen electronic devices.

BIKES/SKATEBOARDS

Students who ride bikes or skateboards to school are expected to lock them in the appropriate racks/stands in the bike/skateboard area in front of the school near the Physical Education area. Students are not allowed to ride bikes, skateboards, scooters, and roller blades on campus. Students are expected to bring and wear a helmet when riding their bike or skateboard to/from school. Bikes or skateboards will be confiscated if students do not have a helmet. Parent/guardian will be notified.

Thank you for helping to keep our roadways and walkways safe for everyone in our school community.

DRESS CODE

Per SHUHSD policy (5132), students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

- . Shoes must be worn at all times.
- . Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs and alcohol.
- . Hats, caps and other head covering shall not be worn indoors.
- . Clothes shall be sufficient to conceal undergarments at all times.

POSITIVE LEARNING ENVIRONMENT

OCMS is committed to providing all students with a safe and supportive learning environment. Bullying, harassment, and intimidation of any type are not tolerated at OCMS and will be addressed by administration in a timely and confidential manner to protect the students involved. Appropriate disciplinary actions may be assigned to students who participate in any kind of bullying, harassment, or intimidation. Students are asked to help stop this type of behavior by reporting it to a staff member or utilizing the Bully Box in the Media Center or Counseling Office.

Law Enforcement

School officials may notify appropriate law enforcement authorities if needed. If law

enforcement is notified, school officials will make an attempt to notify a parent or guardian. Any action law enforcement authorities take will be in addition to the action taken by the school.

Suspension and Expulsion

During a period of suspension, it is at the discretion of each individual teacher whether assignments will be provided or credit will be given; however, students are always encouraged to complete all required course work. If a student has been recommended for expulsion, a formal hearing will be conducted in accordance with the Education Code and district policy. Students and parents will be notified in writing and given additional instructions regarding their due process rights. The final decision on expulsion will be made by the San Dieguito Union High School District Governing Board of Trustees.

Mandatory Expulsion

Education Code Section 48915(c) was amended to require principals and superintendents to immediately suspend and recommend expulsion for any of the following offenses:

- . Possessing, selling, or otherwise furnishing a firearm.
- . Brandishing a knife at another student.
- . Unlawfully selling a controlled substance.
- . Committing or attempting to commit a sexual assault.
- . Possession of an explosive.

Due Process

Compulsory school attendance is a right that can be abrogated only through due process to include a conference to be informed of the charges and an opportunity to deny the charges and present evidence. (5114/AR-1)

Appeal

The pupil, parent, or guardian has the right to appeal to the superintendent any decision to suspend, and the right to appeal to the County Board of Education any decision to expel. (5114/AR-1)

NOTICE OF NON-RESPONSIBILITY

SDUHSD is not responsible for the personal property of students or employees. Items such as clothing,

jewelry, equipment, bicycles, skateboards, or other personal property, if brought to school, are at the owner's risk. The following are common sense rules for students to avoid loss, damage, or theft.

- . **Protect your belongings.** Do not bring extra cash or items of great value on campus. Do not leave items unattended.
- . **Lock your P.E. lockers.** Do not share your locker combinations with others.
- . **Chain your bike.** If you ride your bike to school, walk it on campus and lock it up with a heavy-duty chain that cannot be cut.
- . **Lock your skateboard.** If you bring your skateboard to school, lock it up in the racks in the designated area.

LIBRARY MEDIA CENTER

The mission of the Library Media Center is to ensure that students and staff are effective users of ideas and information. The library staff collaborates with the teaching staff to plan quality lessons, promote reading and support student progress. The Oak Crest Library Media Center serves as the "Heart and Hub" of Oak Crest by providing needed resources as well as a friendly place for all students and staff to work.

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year. Students are responsible for them until they are checked in at the end of the year.

- . Books are to be used only by the students to whom they are assigned.
- . Books should be properly cared for.
- . Students must pay for books that are lost, stolen, damaged.

SCHOOL ACTIVITIES

School dances/activities offer students an opportunity to meet friends and socialize in a relaxed, well-supervised atmosphere. **Only Oak Crest students may attend.** Once students have checked in, they will be expected to stay until the conclusion of the activity. An activities contract must be signed by both parent/guardian and student. Tickets must be purchased at school prior to the dance/activity. **No tickets will be sold at the door.** A parent or other responsible adult must pick up their student promptly at the conclusion of the dance/activity. **Walking home or off-campus from dances is strictly prohibited.**

PHYSICAL EDUCATION POLICY

Students are expected to suit up for P.E. and participate on a daily basis. A parent or guardian may write a note modifying or excusing Physical Education for three days only. After the third day, a doctor's note is required and must indicate the beginning and ending date of student's excuse. Notes to excuse students from P.E. must be given directly to the teacher before class begins. Please do not call the office to excuse a student from P.E.

SPORTS

The San Dieguito Boys' and Girls' Club offers numerous opportunities for interested students to represent Oak Crest on sports team. More information on sports will be provided to students throughout the school year. **Boys' and Girls' Club contact: Davion (760) 479-2099.**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT ACADEMIC HONESTY POLICY

ACADEMIC HONESTY

Honest behavior is an expectation for all students in the San Dieguito Union High School District. The purpose of this regulation is to create and maintain an ethical academic atmosphere.

Definitions of Academic Dishonesty Behaviors

Specific types of academic dishonesty that will not be tolerated are defined below:

1. **Cheating on Tests** – Any intentional giving of or use of external assistance relating to an examination, test or quiz without expressed permission from the teacher. This includes looking on another student's paper, sharing answers or copying another student paper.
2. **Fabrication** – Any intentional falsification or invention of data citation, or authority in an academic exercise.
3. **Unauthorized Collaboration** – While collaboration is often encouraged, unauthorized collaboration is not permitted.
4. **Plagiarism**– Any intentional representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without permission of the teacher, is also engaged in plagiarism.
5. **Alteration of Materials** – Any intentional and unauthorized alteration of student, teacher, or library materials.
6. **Forgery** – Any unauthorized signing of another person's name to school related documents.
7. **Theft** – Any theft of materials.
8. **Transfer of Unauthorized Materials** – Any giving or selling of unauthorized materials.

Consequences for Academic Dishonesty

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken consistent with Board policy.

Depending on the severity of the offense one or more of the following consequences may occur:

1. Referral to the Assistant Principal and the parent/guardian will be contacted.
2. Loss of all credit for the assignment or test with no makeup permitted.
3. Placement on probation with a contract (in the class of the infraction) for the remainder of that class.
4. Receipt of a "U" in citizenship for the current grading period.
5. Violation on a school administered national or state examination will result in a district code of conduct violation.
6. Dropped from the class with no credit.
7. Referral to the Student Assistance Services (SAS) Team.
8. Suspension from school.
9. Removal from all elected or appointed leadership positions for the remainder of the school year.

OAK CREST MIDDLE SCHOOL RESPONSIBLE USE POLICY

Technology and Network Access

SDUHSD provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the district curriculum. All technology and network usage must be consistent with these purposes, the Acceptable Use Policy, and all provisions of law governing the actions of the user.

Responsible Use

Students are expected to use any district technology equipment, software, and network services only for assignments/projects that are assigned by their classroom teachers. The following are some guidelines concerning the use of any district technology and network services.

Students MAY (with teacher/staff supervision):

1. Use district provided student software to create projects to fulfill classroom assignments.
2. Use the Internet to access or search for information to fulfill classroom assignments.
3. Practice netiquette and online safety measures.
4. Save class assignments on a disk, flash drive or student account.
5. Access their e-mail account to send work home to their printers.
6. Delete **their own** files.
7. Play Games approved by the school, and linked to the school's Web pages.

Students MAY NOT:

1. Use district technology equipment, software, and network services without teacher/staff supervision.
2. Access inappropriate material or share information about inappropriate material with other students.
3. Access personal email accounts, profile sites (myspace, friendstar, facebook, etc.), chat rooms, forums, web cams and/or web sites that are not related to school assignments.
4. Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software, or network.
5. Send or post personal information about themselves or others.
6. Tamper with, assemble, disassemble, connect or disconnect technology or network equipment.
7. Install, download, copy, or delete any software. (from disk, files or online)
8. Create or change computer configurations, including the desktop.
9. Attempt to access, modify, copy or delete files created by another user.
10. Attempt to access or use anyone else's accounts or passwords.
11. Share a network account or password with another person or leave an open file unattended or unsupervised.
12. Walk away from a computer with an active login.
13. Plagiarize or break copyright laws (unauthorized copying of software/documents, taking and passing off the ideas or words of another as one's own, using someone else's words/work without crediting the source, etc.).
14. Use district technology or network services for personal use, entertainment, political or commercial purposes.
15. Deliberately waste computer resources, including paper for printing.
16. Install, copy, or knowingly infect a computer with a virus.
17. Install any hardware in any computer. Attach any hardware on or to any computer.

Consequences of Irresponsible Use

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include conference, loss of computer/technology access, detention, suspension and/or expulsion.
